



Vacancy Announcement
U.S. Embassy
Algiers, Algeria

Vacancy Announcement
60-2006

OPEN TO: All Interested Candidates
POSITION: OBO Driver – Grade 3
OPENING DATE: December 9, 2006
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DA 478, 397* (grade 3)

*This represents the total annual compensation including salary, bonus and benefits.

Please note that this position is a six-month contract

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Basic Function of the Position:

Operate a motor vehicle to transport passengers and cargo.

Major Duties and Responsibilities:

- Operates a passenger motor vehicle or van/truck to transport personnel and/or visitors within the city and surrounding area **75%**
- Maintains vehicle clean and serviceable condition and performs minor maintenance of preventive nature **10%**
- Completes trips tickets or other daily vehicle records for submission to supervisor **05%**
- Delivers documents and/or materials and equipment as assigned by supervisor **10%**

Required Qualification:

1. **Education:** Completion of elementary school is required.
2. **Prior work experience:** Previous experience, as chauffeur is required.
3. **Language proficiency:** Level II English or better and level III French is required
4. **Job knowledge:** Must be familiar with local traffic laws and area traffic patterns.
5. **Skills and abilities:** Must have local driver's license mandatory to drive light and heavy vehicles.

Position Elements:

- 1-**Supervision received:** Supervised by the Site Security Manager.
- 2-**Supervision exercised:** N/A
3. **Available guidelines:** From the OBO Project Director
4. **Exercise of judgment:** Must exercise judgment in selecting routes in order to make best use of them, particularly during rush traffic periods. Must be familiar with the city of Algiers.
5. **Authority to make commitments:** N/A
6. **Nature, level and purpose of contacts:** N/A
7. **Time expected to reach full performance level:** Six (06) months.

Additional Selection Criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are NOT eligible to apply.
3. EFM's who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

Selection Process

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

To Apply:

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - A list of names and phone numbers of your previous 3 supervisors
 - A list of names, addresses, and contact numbers of your previous employees
 - A list of names and contact information for 3 references (non-related)
 - A list of names and contact information for any relatives you have who currently work in the Embassy.

Indicate whether you are currently employed with the Embassy.

2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure to return them back.

Interested applicants may choose to submit the below application form with the packet detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview.

Unless the above documents are submitted, applications will not be considered.

Point of Contact:

Submit Application to: **Human Resources Office**
Attention: OBO Driver, Vacancy Announcement 60-2006
Point of Contact: Human Resources Office
Phone: 021-69-12-55 ext. 2226/2025/2096/2022
Fax: 021-69-39-79 or e-mail to **usembassyalgiers_app@state.gov**

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